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For your eyes, only. Please do not forward this ProviderOne Message. It is only intended for you and those professionals in your own business responsible for claims management and/or ProviderOne access.

You are already enrolled in ProviderOne

For State contracting and tax purposes, you are considered a provider who is already enrolled in ProviderOne. Your business shares the same tax identification number as an existing ProviderOne medical provider. Since you are affiliated with a business that already manages medical claims in ProviderOne, you will not enroll directly into ProviderOne like other providers. Instead, your services will be connected to one of your (affiliate's) existing ProviderOne profiles.

For example, the Department of Social and Health Services may contract with you to provide behavior support services to clients who receive Medicaid. The clinic your business is affiliated with submits Medicaid claims for similar services. Today, your services are paid from the Social Services Payment System (SSPS). The clinic (affiliate) bills online in ProviderOne. Soon, your business will be submitting claims online, too.

Your ProviderOne profile is also known as a "Domain"

The existing ProviderOne profile is known as a "Domain" and each Domain has its own National Provider Identifier (NPI). Your services will be connected to one of your existing Domains, and the main effects to the current Domain will be:

- a) **Current System Administrator.** This person must create and grant access to a new user(s) if delegating claims management to your current SSPS claims management staff.
- b) **Addition of a Location.** A new social services Location will be added to the Domain with its own distinct payment information, contacts, etc.
- c) **RAs for Medical versus Social Services.** For accounting purposes, your remittance advice (RA) for medical services under the selected Domain, will remain separate from your RA for social services.
- d) **Specialty Services.** In some instances, providers may also need a specialty, or "taxonomy" added to their existing Domain in order to bill for medical services.

Take Action

If you already know which domain(s) to associate with your social service authorizations, please email both your SSPS and Domain numbers to BASS@dshs.wa.gov, with "Domain" in the subject line.

Pay attention to future updates

Do watch your email inbox for ProviderOne updates from BASS@dshs.wa.gov with the confirmation of your existing ProviderOne Domain and System Administrator contacts. We will select one **Domain** by default to connect your former SSPS claims to your information. **You do not need to respond to the confirmation email unless the information is incorrect, OR if you wish to indicate a different Domain that should receive your new claims.**

At the time of the transition, you will not receive a welcome letter or formal correspondence from ProviderOne. When your new social services' **Location** is created in ProviderOne, it is the responsibility of your current System Administrator(s) to communicate with you. You will find all of the information and training materials you need by visiting the [ProviderOne Website](#).

For more information

Email: BASS@dshs.wa.gov

Newsletter: [Sign up](#) or change your preferences

Web site: [ProviderOne Web site](#)
